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TO: Schools Participating in the GSEG Online Pilot Test  
FROM: Judy Snow  
DATE: December 2009  
RE: Final Setup Instructions

- Children's Progress is the online testing contractor for the GSEG Online Pilot Test.
- The following pages of this document provide information from Children's Progress on the final setup directions. You will need the username and password provided to you by Measured Progress.
- Please review these details immediately so that you can contact Measured Progress, Children's Progress, or the Office of Public Instruction as soon as possible with your questions.

### **Measured Progress**

For general questions regarding the Montana GSEG Pilot Test or procedures for administering this test, contact the Measured Progress Service Center at 888-792-2741. The service center is open Monday through Friday between the hours of 6:00 a.m. and 3:00 p.m. MST.

### **Children's Progress**

If at any time you experience technical errors or problems, please contact your technology staff. If the problem persists, contact Children's Progress Technical Administration Day support at 866-427-4787 Monday through Friday between the hours of 6:00 a.m. and 3:00 p.m. MST or [info@childrensprogress.com](mailto:info@childrensprogress.com).

### **OPI**

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OR

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Thank you.

# Technical Setup Guide

## Montana GSEG Pilot Test



### Assessment Software Installation

#### STEP 1: Uninstall Existing Software

If you have existing Children's Progress Montana GSEG Beta Assessment software on your school computers, you must uninstall this software prior to installing the Montana GSEG Pilot Assessment software by following the instructions below. If there is not existing Children's Progress software on your computers, please skip to Step 2.

##### For Windows

1. Go to Start → Control Panel → Add/Remove Applications → Select "Montana GSEG Beta Assessment"
2. Click the "Remove" button to delete the existing software
3. Follow the new software installation instructions in Step 2 below.

##### For Macs

1. Drag existing software to Recycling Bin from the Applications folder
2. Enter the Administrator password if requested
3. Follow the new software installation instructions in Step 2 below.

#### STEP 2: Install the Montana GSEG Pilot Assessment Software

##### For Windows

If you prefer to use network installation, please use the MSI installer:

<http://s3.childrensprogress.com/Montana-GSEG/Montana-GSEG-Pilot-Installer.msi>

If you are installing the software on individual computers, use the EXE installer:

<http://s3.childrensprogress.com/Montana-GSEG/Montana-GSEG-Pilot-Installer.exe> with the instructions below.

1. Log into your computer as an Administrator
2. Download the assessment software
3. Open the downloaded file "Montana-GSEG-Pilot-Installer.exe"
4. Follow the prompts of the installer
5. After the installer has completed, the application can be found by Start → Program Files → Children's Progress → Montana GSEG Pilot Assessment.

##### For Macs

1. Download the assessment installer DMG from the following link:

<http://s3.childrensprogress.com/Montana-GSEG/Montana-GSEG-Pilot-Installer.dmg>

2. The DMG file will open automatically when the download has completed. If it does not open automatically, double-click on the downloaded file, "Montana-GSEG-Pilot-Installer.dmg," to open it

3. Double click or Run "Montana-1.1.pkg" in the DMG directory

4. When prompted, enter the Administrator's password

5. Follow the prompts of the installer

6. After the installer has completed, the application will be listed as "Montana GSEG Pilot Assessment" in the "Applications" directory.

# Technical Setup Guide

## Montana GSEG Pilot Test



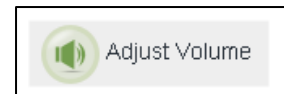
### Administration

Approximately 30 minutes prior to a class' administration, take the following steps to set up the testing location:

1. Turn on computers and allow the operating system to boot up. Each computer should be equipped with (1) headphones, (2) a mouse, and (3) a keyboard for logging in each student.
2. On PCs: Go to Start → Program Files → Children's Progress → Montana GSEG Pilot Assessment

On Macs: Go the "Montana GSEG Pilot Assessment" in the "Applications" directory

3. Enter your school's username and password and click the green "Login" button
4. Leave the program on the student and assessment selection screen so that students can be selected by name and started on the assessment as they sit down.
5. Ensure the headphones are connected to the computer. To ensure that the headphones at each station are functioning and that the volume is at a comfortable listening level, click the "Adjust Volume" button in the upper right corner of the assessment selection screen that appears after logging in. Adjust the volume so that the sentence read is at comfortable listening level using the slider and click the green "Ok" button.



### Administration FAQs

#### How do I log in?

To log in, you'll need the username and password provided to you by Measured Progress.

1. Enter your username
2. Enter your password
3. Click the green "Login" button

**Forgot your username or password?** Email [info@childrensprogress.com](mailto:info@childrensprogress.com).

#### How do I select a student and assessment to start a student's testing session?

The set of students is listed in the left pane of the assignment selection screen.

1. Click on the student's name in the left hand column
2. Once a student's name has been selected, it will be highlighted in yellow
3. Click on the correct assessment for the student selected
4. Once the assessment has been selected, the green "GO" button will highlight. Click this button
5. Confirm that the student name and assessment start screen are correct and click the green "Continue" button
6. Once the student is situated and ready to begin, ask the student to press the green "Start" button.

# Technical Setup Guide

## Montana GSEG Pilot Test



### Administration Day FAQs (continued)

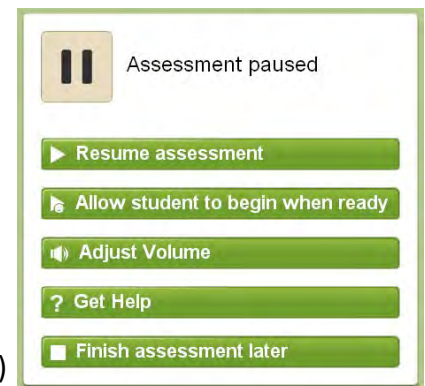
#### How do I add a new student?

If you have a new student, or a student does not appear on your list, follow the steps below to add them to your school roster:

1. Log in to <http://home.childrensprogress.com> with your username and password
2. Click on "Manage accounts"
3. Click on "Add an account"
4. Enter the student's information
5. Log out
6. If the assessment application is open, close it
7. Log back into the assessment application. The new student should appear on the student list in the left hand column of the student and assessment selection screen

#### How do I pause a student's assessment or stop a student's assessment early?

1. Press the "Ctrl" key
2. You will be presented with several options:
  - **Resume assessment** (This will allow the students to resume the assessment where they left off)
  - **Allow student to begin when ready** (This will let examinees resume an assessment in progress when they're ready)
  - **Adjust Volume**
  - **Get Help** (If you are experiencing a technical difficulty, click "Send Log File" so that Children's Progress is notified of the error.)
  - **Finish assessment later** (This will exit the assessment program. Student will be able to continue assessment in progress when they are logged back in)



#### How do I restart a student's assessment?

If an assessment is interrupted for any reason:

1. Log-in
2. Select the student's name from the left hand column who needs to be restarted
3. Choose the 'in progress' assessment
4. Select the "GO" button to restart the student. The assessment will begin on the same question on which the student left off.

#### How do I report errors or problems?

If at any time you experience technical errors or problems, please contact your technology staff.

If the problem persists, contact Children's Progress Technical Administration Day support at 866-427-4787 Monday through Friday between the hours of 6:00 a.m. and 3:00 p.m. MST or [info@childrensprogress.com](mailto:info@childrensprogress.com).